Help Wanted 270

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Candidates must possess a working knowledge of PC hardware and PC based software including but not limited to WINDOWS, MICRO-SOFT OFFICE, E-Mail, and the Internet. Familiarity with LOTUS NOTES and computer based phone and voicemail systems a plus. Responsibilities include the diagnosis

plus. Responsional include the diagnosis and resolution of hardware and software

ware and software problems in a timely manner. Excellen written and verba

written and verbal communication skills are necessary. Must be detail orientated and possess the ability to start and complete projects on time. Bachelor's degree preferred.

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\*\*\*Newly Revised
Rates\*\*\*
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previous work related

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C/O Human Resources
25 Church Street
Wilkes-Barre, PA 18765
fax (570)-831-8993
EOE M/F/D/V

282

Statewide

Classifieds

BLOWOUT SALE

Dallas Borough Council will adopt the 2002 Tax Levy Ordinance #2002-1 at the regularly sched-uled Council Meeting to be held January 16, 2002 in Dallas Borough Council Chambers, 25 Main Street, Dallas, PA 18612.

There are no changes in taxes. Property Tax will remain at 20 mills. The Tax Ordinance as well as the Borough 2002 Operating Budget is available for inspection at the Borough Office.

**MEETING NOTICE** The regular monthly meetings of the Jackson Township Supervisors for the year 2002, will be held the first Monday of each month at 7:00 p.m. in the Municipal Building, 2211 Huntsville Rd., Jackson Township, PA. If the Monday is a holiday, the meeting will be held on the next day at 7:00 p.m.

Work sessions will be held on half (1/2) hour before the regular meeting.

Henry Zbiek, Secretary

MEETING NOTICE Dallas Borough Council will hold regular monthly 14, 2002, at 7:00 P.M. and the regular meeting January 16, 2002 at 7:30 P.M. in Dallas Borough Council Chambers, 25 Main Street, Dallas, PA 18612 Borough Manage

**Attorney** Services

A + BANKRUPTCY FREE Consultation Ch. 7, 11, 13 LOW RATES 283-1800 Atty. Hunter

**Entertainment 255** 

**Only Luxury Suite Tickets & Rental** 

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- ⇒ 2/7 Linkin' Park
- ⇒ 2/8 Janet Jackson ⇒ 3/8 Harlem Globetrotters
- ⇒ 3/18 -Barry Manilow
- ⇒ 3/22, 23, 24 Pace Motor
- ⇒ 4/17 Stars on Ice
- ⇒ Apr.-Aug. Arena Football2
- → Jul. 30 Aug. 4 Keystone State Games
- Interested in pur-chasing a partner-ship in Suite 332.

Help Wanted 270

**ACTIVITIES AIDE** 

Activities dept. in personal care facility seeking part time applicants to help with program activities. Experience with long term care residence helpful. For information & interview

contact:
Little Flower Manor
St. Therese Residence
200 South Meade St
Wilkes-Barre, PA 18702
Call (570) 823-6131
E.O.E.

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Boys' & Girls' Clubs of
Northeastern Pennsylvania, Plains location. vania, Plains locati rania, Plains locati For more informat call Tricia DiBiasi 655-9312

CARPENTER/LABORERS F/T needed for carp. laborer. YR. rnd. em Must how own trans. tools. Call 823-4277

COACHES Bishop O'Reilly High Bishop O'Reilly High School is accepting ap plications for the fol lowing varsity coaching positions:

SOFTBALL -2002 spring season GOLF-2002 fall season FOOTBALL-2002 fall season

Applicants are asked to submit a letter of inter-est and resume no later than Monday, January 21, 2002 to: Athletic Committee Bishop O'Reilly H.S. 316 Maple Avenue Kingston, PA 18704

COOK

Amber Indian Restaurant & Lounge needs Cook with at least 3 years of exp. in preparing Indian food like season and cook soups, meats, vegetables, & deserts for Ethnic Indian Cuisine. If interested send resumes to Amber Indian Restaurant and Lounge, 3505 Birney Ave., Moosic, PA 18507

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Wyoming Valley West School District, has the following position pres-ently available. English teacher, grade 8, Mid-dle School English Cer-tification required. Send state standard applica-tion certification & clearances for.

tion certification and clearances to:
Personnel Office
Wyoming Valley West
School District
450 N Maple Ave
Kingston Pa 18704
Application deadline
January 8, 2002

for \$9,995. 1-800-998-VEND FRONT DESK
attendant, fitness facility
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p.m. Call 823-2124
The Athletic Club
1140 Rt. 315 Plains, PA

MAINTENANCE part-time, light mainte-nance/janitorial duties, landscaping, snow re-moval, 10-20 hrs. per week, \$7.00-8.00 829-4339

TV RENTAL ATTENDANT for local hospital, 3 to 4 days per week. Approx 6 hours per day Call 826-3274 Help Wanted 270 HEALTHCARE

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Professional Bidg.
1460 Wyoming Ave.
Forty Fort, Pa 18704

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Parente Randolph is seeking to fill the position of Mail Room Clerk in our Wilkes-Barre location. This position reports to the Clerical; Supervisor and has the responsibility of distributing and preparing mail for pick-up for our two Wilkes-Barre locations. other responsibilities include, filling, document shredding, copying and binding reports, supply maintenance and other duties as assigned.

The successful candidate will possess the ability to interact with personnel at all levels in a professional and courteous manner. proficiency in Microsoft Office is a must as well as working knowledge of copy and postage equipment.

Our comprehensive family friendly benefits package includes a flexible benefit plan which offers which offer health/dental insurance

neatm/dental insurance, spending accounts, dis-ability/life/cancer insur-ance, 401(K) plan and paid vacations/holidays. Please send your re-sume to:

Human Resources Administrator PARENTERANDOLPH

The Power of Ideas 46 Public Sq. Suite 400 Wilkes-Barre, PA 18701 E-mail hr@parentenet.com fax: 570-200-0430

**FULL TIME** Caring, nurturing nanny to care for our child in our Shavertown home during the school year. (Beginning in March) References required. Serious inquirles only.

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543-8923 DRIVER Company - & owner Ops REGIONAL - HOME WEEKLY. Pay for \$50 per hour, excellent opportunity to join our experience up to 38¢ mi. Company. 87¢/mi. owner ops. 1-800-846-4321 ARNOLD TRANSPORTATION

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Full-time contracted Physics position effec-tive the 2002-2003 school year for the Greater Nanticoke Area School District.

Part-time, long-term substitute for the busi-ness education Cur-riculum effective imme-diately for the greater Nanticoke Area School

Daily substitutes-both elementary and secon-dary are needed imme-diately in the Greater Nanticoke Area School -

Anyone interested should contact Anthony Perrone, Superintendent of Schools, at 570-735-1270 to obtain a Pennsylvania State teaching application as soon as possible, or send resume 427 Kosciuszko Street. Nanti-

sciuszko Street, Nanti-coke, PA 18634 Job Listings 280

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or fax same to 570-477-3091. You may also e-mail your resume to us at legoc@jcdc.jobcorps.org.

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EOE/M/F/V/D

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